

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume : III                      Revision Date : 03/17/2010  
Chapter : 5                      Subject : **PROCEDURES FOR PARTIAL ACCEPTANCE OF CONSTRUCTION PROJECTS**  
Section : 1  
Directive : 6

**1. PURPOSE:**

To establish a uniform procedure for partial acceptance of construction projects.

**2. SCOPE:**

This directive contains procedural details for partial acceptance of construction projects.

**3. POLICY:**

Only the Chief Engineer has the authority to make partial acceptance of construction projects.

**4. PROCEDURE:**

The procedure for partial acceptance of construction projects is as follows:

- a. Final inspection on the portion of the project to be accepted shall not be made until all of the provisions of Subsection 105.17(a) "Partial Acceptance" of the Standard Specification have been complied with.
- b. Authorization for partial acceptance shall be made by use of Change Order and/or Special Agreement, and any contract time consideration must be included. This shall be a Category 1 Change Order.
- c. A statement pertinent to the reason for requesting the partial acceptance must be included in the change order. In the event the contractor requests the partial acceptance, he must direct a letter to the Department requesting the change and setting forth his reasons. Likewise, when the Department, FHWA, or others make the request, it must be by letter.
- d. A final inspection must be made on the portion of the project to be accepted and the change order requesting partial acceptance should note the date and parties attending. Upon approval of the Change Order, that section noted will be considered accepted.

**5. OTHER ISSUANCES AFFECTED:**

This directive supersedes EDSM III.5.1.6, dated March 18, 1991. All other directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

**6. EFFECTIVE DATE:**

This directive will be effective immediately upon receipt.

RICHARD L. SAVOIE  
CHIEF ENGINEER